

EDUCATIONAL SERVICES SUPERVISOR  
(STRETCH/DASH PROGRAMS)

DEFINITION

To coordinate, plan, supervise and promote an extended school day enrichment program for elementary school children (Safe Time for Recreation, Enrichment and Tutoring for Children (STRETCH) or Dynamic After School Hours (DASH)) at various elementary school sites city-wide, through a partnership between the City of Chula Vista and the Chula Vista Elementary School District; develop program curriculum and staff training in the areas of recreation, sports, team-building, literacy, and educational enrichment; and perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Educational Services Manager.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, implement, and promote an extended school day enrichment program for elementary school children, with a primary focus on literacy, homework, the arts (STRETCH) and areas of recreation, sports, and educational enrichment (DASH); and to develop program curriculum.

Coordinate the recruitment and hiring of staff.

Develop and deliver large and small group multi-media staff training on program procedures, curriculum, and child behavior management.

Supervise, assign, and review the work of assigned staff.

Review and evaluate employees' work performance; provide staff support, coaching, and on-site modeling at school sites; work with employees to correct deficiencies; implement discipline procedures as directed; visit school site programs.

Serve as the primary liaison between the city and school district personnel.

Interpret the STRETCH/DASH program to parents and the public.

Assist in the evaluation of operations, activities and programming; recommend and implement improvements and modifications for work methods and procedures; recommend and assist in the implementation of goals and objectives.

Assist in budget preparation regarding anticipated equipment, material and supply requirements and direct the requisitioning of materials, supplies and equipment; order, pick up, and deliver supplies; ensure adequate supply inventory; monitor and maintain appropriate program records.

Schedule and coordinate specialty classes led by independent contractor instructors; develop publicity materials.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods of planning, organizing, scheduling, directing and evaluating educational, arts and/or recreation programs for youth.

Curriculum development literacy based, elementary math, recreation and teaching methods.

Team-building techniques.

Needs, interests, and abilities of elementary school children; child behavior management techniques and practices.

A variety of sports (DASH), and literacy-based instructional techniques (STRETCH)

Principles and practices of supervision, training and performance evaluation.

Principles and practices of assigning and reviewing the work of others.

Budgeting techniques.

Computer equipment and software applications related to assignment.

#### Ability to:

Plan, assign, direct, and supervise the work of subordinates.

Evaluate program need and modify curriculum accordingly.

Train, motivate, and evaluate assigned staff.

Prepare reports and keep records.

Make sound judgments and decisions within established guidelines.

Prepare and present effective written and oral reports, presentations and staff training.

Work some evening and weekend hours.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

#### Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Two years of responsible professional or technical experience directing and developing a youth program.

##### Training:

Equivalent to an Bachelor's degree from an accredited college with major course work in education, recreation, physical education or a related field.

#### License or Certificate

Possession of a valid California driver's license.

#### PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, stand, bend, crouch or stoop for varying periods of time. Must be able to travel to various city and school locations to attend meetings, evaluate programs and staff; sit for prolonged periods of time at meetings or events. Use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write or use keyboard to communicate through written means; perform physical activities, including running and other game and sports-related actions on a continual basis; lift or carry weight of 50 pounds or less. Communicate effectively with large groups of elementary

school children in outdoor and indoor conditions. Communicate in person and use the telephone. See in the normal vision range with or without correction; hear in the normal range with or without correction.

#### WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors, it is in an office or classroom environment with fluorescent lighting and moderate to high noise level. When work is performed outdoors may be exposed to wet, cold, windy, hot and/or humid conditions. Much work is carried out on the campuses of elementary school campuses in classrooms, auditoriums and on playgrounds.

4/05